



**TOWN OF MARSHFIELD
HUMAN RESOURCES DEPARTMENT
870 MORaine STREET
MARSHFIELD, MA 02050**

**POSITION POSTING:
PART TIME - ASSISTANT FOOD SERVICE MANAGER
COUNCIL ON AGING**

Posting Date: 2/14/2023

Position Title: Part Time Assistant Food Service Manager –COA

Work Hours: 10-14 hours per week

Wages: \$19 per hour

The Assistant Food Service Manager assists the Manager with food/supplies planning, purchase, and prepping for the Senior Center Café and event refreshments. This means assisting the manager as needed in preparing food, ordering food/supplies, and keeping the facility up to all codes. The employee is required to perform all similar or related duties.

The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed.

Please see full Job description at:

<https://www.marshfield-ma.gov/human-resources/pages/job-postings>

1. Assists the Manager with menu planning, purchasing, storing, and preparing of food for the Senior Center Café patrons.
2. Provides coffee and refreshments for any regular or special meetings and events.
3. Assists the Manager when directed to plan and order supplies.
4. Assists the Manager with an inventory of food products/supplies.
5. Keep kitchen/dining area clean and in compliance with all health and safety regulations.
6. Report any issues to the Manager regarding kitchen equipment maintenance or needed repairs to insure their good working order.
7. Assists the Manager with the daily operation of the café, including revenue, training, ensuring proper staffing by volunteers, and maintaining records.
8. Responsible for immediately informing the Food Service Manager or Director of any unsafe or potentially hazardous conditions related to the Café operation.
9. Cover for the Food Service Manager in the event of time off, including the cooking and preparation of food.

Recommended Minimum Qualifications:

Education and Experience: Three to five (3-5) years of related work experience in food service or any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Special Requirements: Must have or acquire Serv-Safe Certification, Choke Safe Certification, Allergen Awareness Certification, valid driver's license, and pass a CORI and background check.

Submittal Requirements:

Please submit cover letter and resume to Town of Marshfield, Human Resources Department, 870 Moraine Street, Marshfield, MA 02050 or email to

DKerrigan@townofmarshfield.org

NO LATER THAN FRIDAY MARCH 3, 2023